

## **FIRE AND RESCUE SUPPORT SPECIALIST**

### **GENERAL DEFINITION OF WORK:**

*FLSA Status: Non-Exempt*

Performs intermediate skilled clerical work providing a variety of administrative, secretarial and office management support functions; does related work as required. Work is performed under regular supervision.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Serving as department systems administrator; preparing, maintaining, retrieving and receiving records and files; typing, word and data processing duties.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Acts as the systems administrator for the Fire and Rescue Records Management system and provides technical support and troubleshooting assistance to users; trains new system users.
- Assists the training division by providing administrative support; reviews, completes and routes training documents; updates personnel and training files in the computer and hard copy; schedules staff and instructors for training; prepares related paperwork for registration and hotel fees; files specific training requests, tests and certifications.
- Maintains and updates response order in CAD system for fire and rescue stations and volunteer fire rescue agencies; updates map books.
- Receives requests, screens and issues burning, blasting and fireworks permits for Fire Marshal division; coordinates and schedules permit inspections.
- Acts as liaison and technical manager of the affiliation to the American Heart Association for CPR and ACLS training; processes CPR rosters; coordinates use of manikins for training; prints and distributes CPR and ACLS cards.
- Attends emergency planning task force meetings; provides support for planning projects.
- Performs general administrative tasks for the department; prepares street sign repair and maintenance lists for vendors; prepares documents for distribution by fax, e-mail and pager; prepares routine and non-routine reports; gathers, reviews and utilizes statistical information to prepare reports; maintains database of hazardous materials incidents, expenses and recovery of expenses.
- Manages the office and training supply inventory; orders supplies and materials as needed; receives and unpacks supplies and materials.
- Performs related tasks as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

General knowledge of fire prevention codes; thorough knowledge of office practices and procedures; general knowledge of office automation equipment and software including word processing, database management and spreadsheets; some knowledge of arithmetic and its uses in general office work; ability to communicate ideas effectively in both oral and written forms; ability to gather and give basic information and instructions on departmental programs based on inquiries; ability to establish and maintain effective working relationships with associates and the general public.

### **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from high school supplemented by courses in secretarial science and considerable clerical and office administration experience.

### **PHYSICAL REQUIREMENTS:**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

### **SPECIAL REQUIREMENTS:**

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.